



March 25, 2019

Regional Memorandum
No. 135 s., 2019

ASSIGNMENT OF PERMIT TO OPERATE CODES

To: **SCHOOLS DIVISION SUPERINTENDENTS**
ASSISTANT SCHOOLS DIVISION SUPERINTENDENTS
Chiefs – CID and SGOD
This Region

- To establish a common understanding and interpretation of the Government Permit to Operate Numbers issued by the Quality Assurance Division (QAD). This office hereby orders its application to the approved permit effective April 1, 2019.

Program (in letter/s) + Public/Private + 3 digit numbers + (level) – (year established), series + current year issued

Example: Public High School Approval to Operate on 2019.

JHS Public 000, s. 2019

Private High School Permit to Operate on 2019.

JHS Private 000 (G7-10)-(year established), s. 2019

Note: Grade level and year established applies for private school permit only.

- Further illustrations are as follows!

Program/Offering	Code
A. Public School Approval to Operate (PSATO)	
a. Establishment	
- Elementary	E Public 000, s. 2019
- Junior High School	JHS Public 000, s. 2019
- Senior High School	SHS Public 000, s. 2019
b. Conversion/Integrated School	IS Public 000, s. 2019
c. Indigenous People (Public)	
- Elementary	E-IP Public 000, s. 2019
- Junior High School	JHS-IP Public 000, s. 2019
- Senior High School	SHS-IP Public 000, s. 2019

Republic of the Philippines
Department of Education
CARAGA REGION

J. Rosales Avenue, Butuan City,
Agusan del Norte, Philippines, 8600



B. Special Order	
a. Naming/Renaming	R Public 000, s. 2019
b. Separation	S Public 000, s. 2019
C. Private School	
a. Government Permit to Operate (GPTO)	
- Kindergarten	K Private 000 (year established), s. 2019
- Elementary	E Private 000 (level)-(year established), s. 2019
- Junior High School	JHS Private 000 (level)-(year established), s. 2019
- Senior High School	SHS Private 000 (level) s. 2019
- Indigenous People (Private)	
Kindergarten	K-IP Private 000 (year established) s. 2019
Elementary	E-IP Private 000 (level)-(year established) s. 2019
Junior High School	JHS-IP Private 000 (level)-(year established) s. 2019
Senior High School	SHS-IP Private 000 (level)-(year established) s. 2019
b. Certificate of Compliance (CC) applies for Branch School.	
Certificate of Compliance	(No. Main School)-(year established) s. 2019
K Private	(No. Main School)-(year established) s. 2019
c. Government Recognition (GR)	
Kindergarten	KR Private (Assigned GPTO No.)-(year established) s. 2019
Elementary	ER Private (Assigned GPTO No.)-(Level) (year established) s. 2019
Secondary, Junior	JHSR Private (Assigned GPTO No.)-(Level)(year established) s. 2019

3. Wide dissemination of this memorandum is required.


FRANCIS CESAR B. BRINGAS, CESO V
OIC- Regional Director 

QAD/DRO
03/25/19